

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: March 11, 2019 Closing Date: March 19, 2019

**DEPUTY ATTORNEY GENERAL
“Unit Head for Misdemeanor Trial Unit (CCP)”
Criminal Division
New Castle County**

Description of Duties:

We are seeking a Deputy Attorney General for the leadership position of Unit Head for the Criminal Division; Misdemeanor Trial Unit (Court of Common Pleas) in New Castle County. This Unit Head supervises 9-11 Deputy Attorneys General (including the Assistant Unit Head) in the Misdemeanor Trial Unit, as well as 5 Administrative Specialists/Administrative Assistants and 1 Paralegal. With the assistance of the Assistant Unit Head, this Unit Head oversees the handling of all administrative, training and personnel issues for staff within the Unit. The Unit Head carries his/her own limited caseload in addition to being responsible for assigning monthly calendars for the Deputy Attorneys General (“DAGs”). The Unit Head appears in court to handle and assess how calendars are being run by both the Court and the DAGs. This position requires constant communication with the Court and court staff to work on issues concerning the functioning of prosecuting cases in the Court of Common Pleas. This Unit Head reviews and makes plea offers for all JP 11 arraignments on a weekly basis and sends plea offers to the Court, prosecutes Superior Court cases, including homicides and will be assigned to the homicide phone.

This Deputy Attorney General must possess the ability to evaluate criminal cases, determine resolutions, anticipate legal issues, and research accurately and effectively. Moreover, it is expected this prosecutor must have the ability to work in a fast-paced environment as a member of a team comprised of other Deputy Attorneys General and staff. This Deputy Attorney General must have the ability to work with professional partners in various disciplines. Finally, the Deputy Attorney General must have the ability to learn and apply the relevant laws and court rules.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.